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UNOPA Minutes

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## 2012-13 UNOPA Executive Board Minutes, September

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## UNOPA EXECUTIVE BOARD MEETING MINUTES

September 11, 2012  
3-5 p.m.  
230 Whittier

The meeting was called to order by President Linda Luedtke at 3:05 p.m.

Roll was taken with these members present: Linda Luedtke, Lisa King (late), Jaime Long, Cathy Robertson, Diane Carson, Jane Schneider, Alicia Arnold, Tricia Liedle, Jane Schneider, and Marcy Tintera.

Members absent: Mary Klucas, Debbie Hendricks, Deb Rosenau, Roddy Spangler, Barbara Homer, Tonda Humphress.

Minutes from the August meeting were approved as corrected.

### OFFICER REPORTS

**President:** Linda Luedtke updated the meeting dates and locations (handout).

**President elect:** Mary Klucas was unable to attend.

**Recording secretary:** Shawn Sheets had no report.

**Corresponding secretary:** Lisa King is still waiting on the last year's book from Lainey Bomberger. Barb Homer's brother passed away, and her husband's brother has cancer (unsure of his status). Lisa will send a card.

**Treasurer:** Jaime Long asked about the \$290 expense reimbursement for Mary Guest. It was for National Conference registration and should have been on last fiscal year's books.

Audits need to be attached to the treasurer's report when sent to the board.

It was questioned as to why no memberships were posted on the Treasurer's report. This was due to a delay getting added to the bank account.

There was a \$0.45 expense on the treasurer's report. Jaime thought it was for postage and will ask Barbara Homer if she mailed a membership letter.

Jaime Long is our official eShop shopper. Office Depot will bill directly to our SAP account.

Please fill out an expense report form when requesting items be paid for by UNOPA. Linda Luedtke can approve these. It was requested that a "requester line" be added to this form so that it is clear who is requesting funds.

**Past President:** Cathy Robertson reminded people that a couple annual reports are still missing: Treasurer and one other she couldn't remember.

Bradley Munn deadline is Oct. 15. The online form needs to be updated.

NEOPA Fall Workshop is Oct. 5, with registration deadline of Sept 21. Linda Luedtke emailed more details to members. There was confusion over being able to reg. for specific sessions or only the tracks they had listed. Cathy was going to discuss this with Diane Dickey.

Spring and Fall 2013 workshops will also be in Lincoln. Members should be encouraged to use the Bradley Munn funds.

## **STANDING COMMITTEE REPORTS**

**Awards:** Oct. 16 deadline for nominations. Judges have been secured.

Diane Carson wanted clarification about eligibility of people who are not on the UNL Campus, but are still considered part of UNL. The consensus was anyone who works for UNL but is physically located off campus is still eligible to be nominated.

**Bylaws:** Peg Johnson and Sally Wagner are committee members.

Jane Schneider asks about the correct membership renewals date. There is a difference between the Bylaws and the Standing Rules. It needs to be clarified as to why the date was changed and when. This item will be taken back to the committee to determine if the standing rules need to be changed.

**Career Dev.:** Sept. 15 is next PSP deadline.

**Comm. Tech.:** no report. It was suggested that everyone check the Website and note any changes that need to be made.

**Employee Concerns:** Roddy Spangler forwarded a list of university committees that are filled and need to be filled. There are currently three spaces on committees that need to be filled.

This group still needs to a co-director.

**Hospitality:** Alicia Arnold asked if at the Sept. joint meeting she should provide blank name tags. It was decided that name tags were not needed and if someone wanted one UAAD might have some available.

Certificates will be left blank and handed to members as they leave the meeting for PSP credits.

**Membership:** It was stated that 64 members have renewed so far.

**Nominating:** This committee needs a director by Jan 2013.

It was suggested that committees that needed members should put together a short description so that UNOPA members can decide if they want to serve. Linda will send out their requests to the listserve.

It was also suggested that a list of the committees and their members be compiled.

**Outreach:** Tricia Liedle asked for clarification on what the Outreach position duties were. This position is to plan the summer social, brown bag lunches and be responsible for the mentoring program.

Suggestions were requested for brown bag topics. Tricia was advised to check the membership survey for ideas. Some ideas given were technology, health and communication. CAPS, EAP, and EdMedia were given as resources.

This group needs committee members.

**Program:** The committee would like to have Amy Goodburn speak for the Oct. meeting if she is available.

**UNOPA Notes:** first issue went out today (9/11/12)

**Ways and Means:** Lisa King asked that this be discussed later in the meeting.

## **AD HOC COMMITTEE REPORTS:**

**Digital commons:** there was no report.

**Marketing:** Lisa King is the new Marketing Director and will work on getting an intern for up to 10 hours/week.

**50th Anniversary:** The tentative menu is chosen but committee members will taste the choices before a final decision is made.

We have been given permission to take photos of archive materials. It was asked if they are digitally archived somewhere already?

Karen Randall Quartet has been asked to sing.

Rick Alloway will speak: 5 decades of UNOPA

The budget is being compiled, currently it is \$646.00. (the 40th celebration cost over \$2000.00) Where to get funding? Possibly Pepsi or the Chancellor. People will be charged to attend, with some attendees being subsidized.

Centerpieces will be given out as gifts.

This committee's next meeting is Sept. 18, noon in Muessel Hall.

### **OLD BUSINESS**

**Football Parking:** Cathy Robertson sent Linda Luedtke information about what needs to be done when working the football parking lot.

If you are working the football lot, please read the book! One person needs to handle the tickets (in sequential order, when possible) we have 89 stalls in front, and can sell the back 24 stalls if needed.

Each shift should block the back lot with a car to prevent parking there.

The blue notebook from Parking Services has a list of where people can park.

We have new signs, but need to have their costs approved. (\$158) Make sure that the signs are all collected, including the one at the old lot.

Board members need to act as coordinators for getting people to volunteer to work the parking lot time slots. Please have sign-up sheets at the meetings.

It was brought up that adjacent/close lots are selling stalls for \$10, we are selling ours for \$15. How do we get people to park there?

Safety at the lot- please be aware of your surroundings.

**Neb. Home Sales:** They will draw two names at the Sept. meeting for \$100 scholarships each.

### **NEW BUSINESS**

**Intern:** this was tabled until the next meeting, as Lisa King had to leave early.

The meeting was adjourned at 5:05 p.m. by Linda Luedtke.

Respectfully submitted,  
Shawn Sheets

